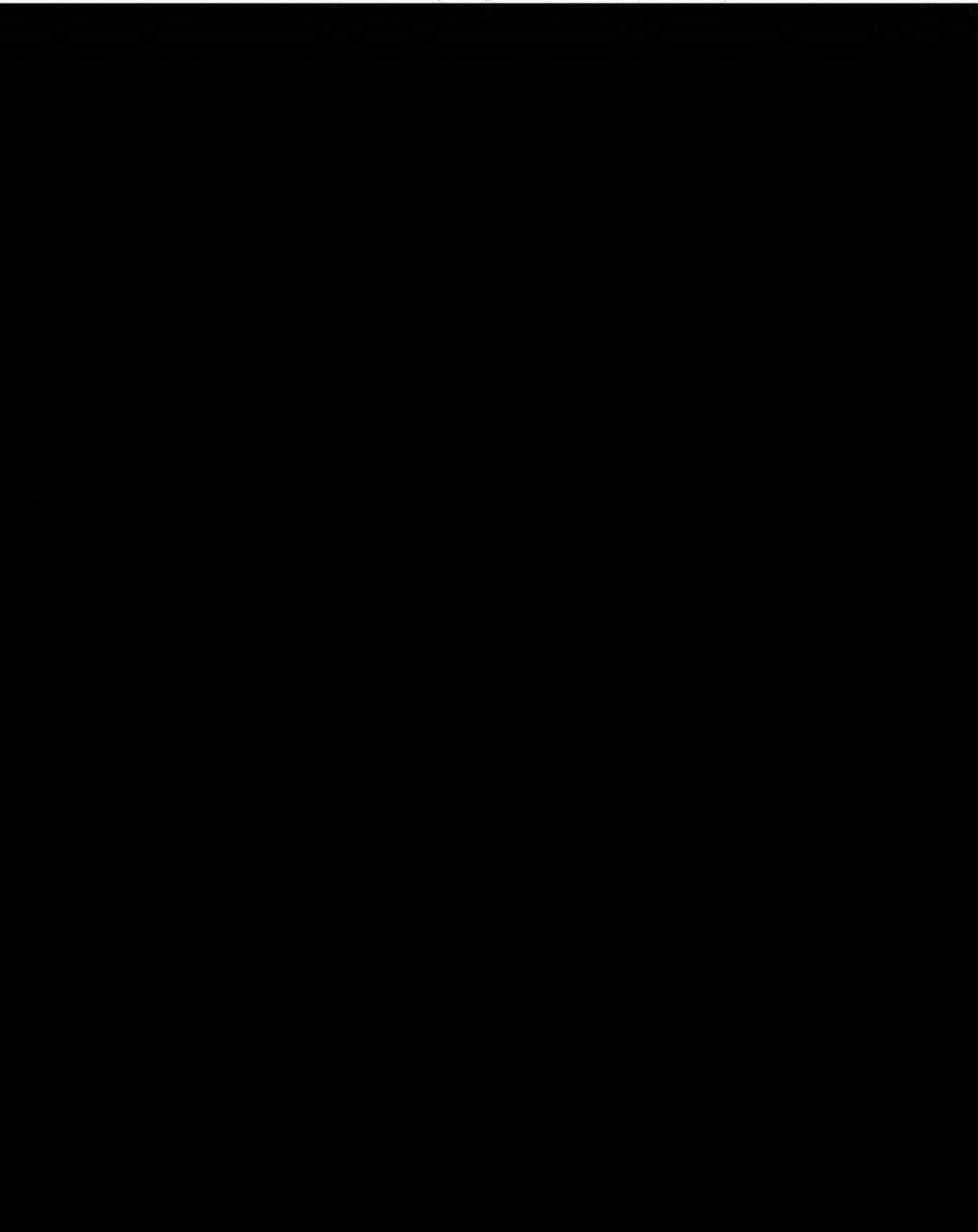


Financial Management Improvement Instructions, No. 25 1 of 1  
Job 2431  
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CONTROL COPY

12 June 1959

25X1A

FINANCIAL MANAGEMENT IMPROVEMENT INSTRUCTION NO. [REDACTED]

SUBJECT : General - Implementation of Financial Improvement Program

Specific - Discontinuation of the Single Confidential Funds Allotment for Transportation of Things

REFERENCES: A - Approved Staff Study, dated 14 April 1959, authorizing the discontinuance of the Single Confidential Funds Allotment for Transportation of Things

25X1A

B - Headquarters Allotment Control Procedure - [REDACTED]

1. Based upon the referenced staff study (Attachment C), the recording of obligations and expenditures against the single confidential funds allotment for the transportation of things will be discontinued effective 20 June 1959. Accordingly, effective 21 June 1959, all confidential funds obligations and expenditures for the transportation of things will be recorded against confidential funds allotments of the benefiting allottees.

2. Changes in the provisions of [REDACTED] - Headquarters Allotment Control Procedure applicable to the maintenance of control over obligations of confidential funds for transportation of things and the processing of related documents, as set forth in detail in Attachment A, are approved. 25X1A

3. The method to be utilized by affected components in the transfer to them of the unliquidated obligations against the

ATTACHMENTS A, B, and C

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single confidential funds allotment for the transportation of things as of the effective date of the conversion is set forth in Attachment B.



25X1A

H. GATES LLOYD  
Acting Deputy Director  
(Support)

ATTACHMENTS A, B, and C

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PROCEDURE FOR CONTROLLING CONFIDENTIAL FUNDS FOR THE  
TRANSPORTATION OF THINGS

1. GENERAL
  - a. Effective 21 June 1959, the following procedures supersede paragraphs 5e(3) and 14 of [REDACTED] and paragraphs 4c(4) and 4c(5) of [REDACTED]

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2. PROCEDURES
  - a. Obligations and expenditures of confidential funds covering transportation of things, shall be recorded and reported by benefiting allottees in accordance with procedures outlined in paragraphs 2 thru 13 of [REDACTED]

25X1A
  - b. Allottees shall:
    - (1) Obligate funds for travel (02) and the movement of household effects and automobiles (03) at the time a Travel Order is issued. Obligations for the transportation of things shall be based on either (a) the known or estimated weights, or (b) the authorized weight limitation, whichever is less, and the cost shall be determined by reference to the schedule of rates furnished by the Passenger Movement Branch, Transportation Division, Office of Logistics.
    - (2) Indicate on original and two copies of each Travel Order the cost account to be charged, the obligation reference number, the amount of funds obligated, and the

ATTACHMENT A

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certification of availability of funds; then place one copy of each Travel Order showing obligation reference number in the unliquidated obligation document file.

- (3) Compare previously recorded obligations for the movement of household effects or automobiles with the costs indicated on covering shipping <sup>and related</sup> documents received, in duplicate, from Passenger Movement Branch, Transportation Division, Office of Logistics, and adjust obligations when necessary. Forward one copy of each document to Chief, Accounts Branch, Finance Division, and attach other copies to respective Travel Orders. Examples of shipping documents are:

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- (c) Commercial Shipments - Shipping authorization to the freight forwarder.

- 2 -

ATTACHMENT A

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- (4) Obligate funds for a shipment of cargo based on the estimated costs indicated on covering shipping authorization received, in duplicate, from Cargo Branch, Transportation Division, Office of Logistics and place certification to the availability of funds, citing the obligation reference number, and cost account to be charged, on both copies of shipping authorization. Forward one copy of each shipping authorization to Chief, Accounts Branch, Finance Division and file second copy in unliquidated obligation document file. (NOTE: When more than one shipping authorization is issued to a carrier for services to be rendered, the cargo number of the final request shall be followed by the letter "F".)
- (5) When a shipping authorization covers more than one shipment, prepare a Miscellaneous Obligation Record - form 461 for each additional shipment and cross-reference each Miscellaneous Obligation Record to the shipping authorization and file it in the unliquidated obligation document file.

- 3 -

ATTACHMENT A

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- (7) Establish obligations for field station shipments made by depots with costs indicated on Shipping Documents (Form 291) received, in duplicate, from Transportation Division.

Forward one copy of Shipping Document to Chief, Accounts Branch, Finance Division, and file second copy in the Unliquidated Obligation Document file.

- (8) On receipt of shipping information from the field, HHE, POA, and Cargo with respect to inward/shipments, which are to be paid for by headquarters, obligate necessary funds; then prepare, in duplicate, a Miscellaneous Obligation Record and transmit one copy to Chief, Accounts Branch, Finance Division bearing certification of availability of funds and citing the obligation reference number. Advise Transportation Division, Office of Logistics, of the details of each shipment in accordance with Book

25X1A

- (9) Record liquidation of confidential funds transportation obligations from the monthly IBM expenditure run received from Finance Division.

c. Transportation Division, Office of Logistics shall:

- (1) Furnish at the beginning of each fiscal year and revisions thereof when necessary to the Budget Division, Office of the

- 4 -

ATTACHMENT A

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Comptroller for transmittal to confidential funds allottees the following transportation rate schedules for use in determining transportation obligations and preparing budget estimates:

- (a) Transportation rates showing costs by weight, between specific locations, and by modes of transportation. These costs shall include packing, crating, inland and ocean freight.
- (b) Cargo rates showing costs by weight, by modes of transportation, and between specific locations within Z1 and from Z1 to overseas locations.
- (2) Issue all headquarter's shipping authorizations to carriers, [REDACTED] 25X1A  
[REDACTED] etc., covering the movement of supplies, 25X1A  
equipment, household goods, personal effects, and automobiles.
- (3) Route copies as indicated below of all confidential-funds shipping authorizations and related documents to the Budget and Fiscal Officer of the benefiting component:
  - (a) For passenger movements (household effects and automobiles): Two copies of Shipping Authorization or related documents.

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(b) For cargo movements:

Agency Shipping Document (Form 291) or

- 1 Two copies of/request to the carrier (or transportation agent) showing services to be rendered, method of shipment, actual weight, estimated costs, shipping point and destination, and agency cargo number. When a <sup>or document</sup> shipping request/covering more than one shipment also covers more than one component, prepare and forward two copies of the <sup>or document</sup> shipping request/to each affected component.

- 2 Two copies of shipping document (form 291) received from depots showing estimated costs of shipments requested by field stations which are to be paid for by headquarters.

- (4) Forward to Chief, Accounts Branch, Finance Division, cargo documents received from carriers evidencing services performed and bearing identification numbers for reconciling billings.

25X1A



- 6 -

ATTACHMENT A

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- (b) Carrier's Bill of Lading, Waybill, Shipping Authorization/ or related document or returned copy of [REDACTED] Travel

25X1A

Order, showing cube and weights shipped, as evidence of services rendered.

(2) Cargo shipments:

- (a) Copy of Transportation Division's request to or shipping document (Form 291) the carrier/bearing certification of availability of funds and citing obligation reference number and cost account chargeable as evidence of authorization and obligation.
- (b) Certified Agency Shipping Document as evidence of services rendered.

- 9 -

ATTACHMENT A

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PROCEDURE FOR TRANSFERRING UNLIQUIDATED OBLIGATIONS  
RECORDED AGAINST THE DISCONTINUED  
SINGLE CONFIDENTIAL FUNDS  
ALLOTMENT FOR TRANSPORTATION OF THINGS

1. Effective 21 June 1959 no further obligations shall be established against the single confidential funds allotment for the transportation of things. Thereafter all obligations shall be recorded against the respective allotments of the benefiting allottees. Obligation documentation shall be provided to the affected allottees by the Transportation Division, Office of Logistics. Should additional fiscal year 1959 funds be needed by the allottees, requests should be made to the Budget Division, Office of the Comptroller in the usual manner.
2. On or before 29 June 1959 the Budget Officer for the Office of Logistics shall transfer to each affected allottee the unliquidated transportation obligations applicable to his activity, as shown on the allotment control record of the single confidential funds allotment as of 20 June 1959, by furnishing them with detailed inventory listings, in triplicate, and by fiscal year, with supporting documentation attached. Necessary adjustments will then be made to the allotment control record of the single allotment by the Office of Logistics.
3. Immediately upon receipt of the inventories, each allottee shall:
  - a. Record opposite each entry on all copies of the detailed listings the identification of the cost accounts affected.

ATTACHMENT B

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- b. Determine the total value of unliquidated obligations affecting each allotment account and if necessary request increases to the affected allotments, in the usual manner, from the Budget Division, Office of the Comptroller.
  - c. Certify all copies of the inventory as to correctness and as to availability of funds.
  - d. Assign a single obligation reference number to the listing and utilize this number for the recordation in each Allotment Control Record involved.
  - e. Record on each affected Allotment Control Record the total unliquidated obligations pertaining thereto and file the supporting documentation in the file of unliquidated obligations maintained for each affected allotment.
  - f. Transmit original of the inventory to Chief, Accounts Branch, Finance Division for his use in processing obligated transportation billings, and one copy to Chief, Budget Division. Retain second copy for future reference.
4. The Budget Division shall issue an allotment advice to the Office of Logistics reducing the amount of the single confidential funds allotment by the total amount of all the inventories and reserve the funds for issuance of any necessary allotment increases to the various allottees upon their request.

ATTACHMENT B

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14 April 1959

MEMORANDUM FOR: Comptroller

SUBJECT : Control of Confidential Funds for  
Transportation of Things

REFERENCE : Staff Study dated 21 May 1954, same subject.

## 1. PROBLEM

To determine the most effective and economical method of managing and controlling confidential funds for the transportation of things.

## 2. FACTS BEARING ON THE PROBLEM

- a. A single allotment for the transportation of things created from contributions provided for in the budgets of the various operating components is now made to the Office of Logistics. Procedures prescribe that commitments and expenditures for the transportation of things be obligated and recorded against the single allotment under the control of the Office of Logistics, and the contributing components are informed, by memorandum, of only the total cost of transportation charges attributable to their operations.
- b. Considerable delay is encountered, as was the case prior to establishment of the single allotment, in identifying charges, contained in billings received [REDACTED] 25X1A
- 25X1A [REDACTED] with benefiting offices despite fact that it was believed that through the use of a single allotment for transportation of things this delay would

ATTACHMENT C

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be eliminated.

- c. Procedures developed for the single allotment for the transportation of things have not corrected the belated recording of obligations as the BF Section of the Office of Logistics is not notified of many of the commitments which originate in the offices of contributing components until such time as a billing is received.
- d. The accumulation of costs at cost center levels appropriate for management is a requirement of the Financial Management Improvement Program which will become effective in the fiscal year 1960.

### 3. DISCUSSION

- a. The procedures developed for the operation of the single allotment for the transportation of things have not resulted, as was originally believed, in an improvement in the establishment of obligations inasmuch as inadequacies of the issue and flow of documentation still exist and considerable difficulty is encountered in identifying payments of transportation charges to related obligations. This may be due in part, particularly with respect to the movement of household effects, to delaying the recording of the obligations until the receipt of a separate authorization form which initiates the actual movement of the household effects instead of recording the obligations based on the original approved committing

ATTACHMENT C

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documents, e.g. travel orders.

- b. It was believed that more reliable obligations could be established by the creation of a single allotment under the control of the Office of Logistics, as the documents used for establishing obligations were issued and maintained by the Office of Logistics. These documents consisted of the carrier's authority for the transportation showing the actual weights and volumes of the shipments, supported by the transportation rate schedules applicable thereto. Although this would seem to have been a good workable procedure, experience has indicated that numerous billings are received for which no obligations have been recorded. The failure to provide a complete recording of obligations is attributable principally to the lack of a control in the single allotment procedure to assure notification to the allottee of each shipment authorized. As an alternative to the single allotment procedure, it has been found that copies of shipping requests, showing actual weight or volume shipped, as well as rate schedules can be made available to the various operating components, which under a decentralized allotment could record obligations more timely and without any lessening of accuracy.
- c. The delay encountered in the processing of transportation

ATTACHMENT C

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invoices received [REDACTED]  
is found to be due largely to the difficulty of relating invoices to obligations established for benefiting components. Under a decentralized allotment, each component could, upon establishing an obligation, forward to the Accounts Branch, Finance Division a copy of the obligation document bearing a certification of availability of funds and citing the cost account number and obligation reference number. These obligation documents could then be used in the processing of invoices, and eliminate the need for requesting assistance from other agency components in identifying invoices. This would simplify and accelerate the invoice processing procedure.

- d. The referenced staff study recognized the problem of identifying billings to existing obligations and stated that this problem would be minimized by the establishment of a single allotment. Further, the study concluded that identification of charges to benefiting components was not essential. Notwithstanding this conclusion procedures were developed after establishment of the single allotment requiring identification of charges to the benefiting components at division levels. If the conclusions set forth in reference were correct and no need exists for identification of charges to benefiting components, a single cost center and the use of a single allotment

ATTACHMENT C

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would be appropriate. However, since it has been and still is considered essential to relate actual charges to the benefiting components, detailed records, supplementing those for the single allotment, are required.

- e. In order to comply with the present day requirements of accumulating cost data by designated cost centers, the current procedure, for informally notifying operating components of their total costs under the single allotment, is not easily adaptable to the Agency's overall system for reflecting costs formally to operating cost centers. The record form of expenditures, attributable to the various cost centers, for the transportation of things, should be compatible with the records of expenditures for other costs to the end that Agency cost data can be uniformly and efficiently accumulated for management at operating levels.
- f. The requirement under the proposed cost based budget procedures to distribute costs to all recognized cost centers would materially increase the workload of the BF Section of the Office of Logistics where transportation charges are currently being recorded manually. To accomplish an accurate and efficient distribution economically it would be almost a necessity that mechanized means be employed. Further, this increase in work would place a severe burden on the BF Section of the Office of Logistics.

ATTACHMENT C

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4. CONCLUSIONS

- a. The decentralization of the allotment for transportation of things to operating components which budget for this cost would provide direct control over transportation of things charges and eliminate the requirement now existing for their re-identification to the budgeting components.
- b. Through decentralizing the transportation of things allotment, and by providing the various operating components with shipping requests showing weight information and with current transportation rates, more timely and accurate obligations could be established by the various allottees.
- c. Copies of obligation documents (Travel orders, shipping requests, etc.) showing funds availability, obligation reference numbers, and cost account symbols furnished to the Office of the Comptroller would permit ready identification of billings to obligations, as well as to benefiting components, thereby eliminating the time-consuming work of requesting assistance from other offices in securing authorization for an identification of billings.
- d. The decentralization of responsibility to control allotment of funds for transportation of things to the budgeting components would alleviate substantially the workload required by the single allotment for transportation of things in the BF Section of the Office of

ATTACHMENT C

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Logistics and should prevent the recurring development of serious back-logs in document processing.

5. RECOMMENDATIONS

It is recommended that:

- a. The single allotment for transportation of things be discontinued and funds to cover transportation of things be included, beginning with fiscal year 1960, in the allotments made to organizational components.
- b. Procedures be developed, in sufficient detail, covering the issuance, flow, and recordation of documents for establishing obligations for transportation of things on allotment control records of all organizational components, and for the processing of billings related thereto, to provide for the elimination of deficiencies currently existing with respect to such activities.
- c. As of 30 June 1959, the Office of Logistics prepare inventory listings of the total outstanding unliquidated obligations covering transportation of things with breakdowns by organizational components and fiscal years. Each allottee be furnished with an original and two (2) copies of the list of obligations pertaining to his organizational segment together with the supporting documentation. Further, that allottees review the inventory lists, verify and/or insert the applicable cost center account number on copies of the listings, and record the outstanding obligations in their appropriate allotment control records.

ATTACHMENT C

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Copies of such listings, bearing certification by the allottees "that such obligations have been incorporated in their allotment control records," shall be furnished to the Finance and Budget Divisions of the Office of the Comptroller. The copies of the lists will be used by the Budget Division and Finance Division to effect adjustments required in allotments and accumulated obligations on a decentralized basis; in addition, the copies of the lists furnished to the Finance Division will be used to identify transportation billings received relating to obligations incurred prior to 1 July 1959.

- d. Beginning with obligations incurred against 1960 fiscal year funds, organizational components furnish to the Office of the Comptroller, copies of obligating documents (Travel Orders for household effects, and Transportation Requests for cargo), covering transportation of things, bearing a certification of availability of funds, citing appropriate cost center accounts to be charged, and showing the Obligation Reference numbers.

ATTACHMENT C

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28 MAY 1959

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Financial Management Improvement Instruction  
No. \_\_\_\_\_ - Discontinuation of the Single  
Confidential Funds Allotment for trans-  
portation of Things, with Attachments A,  
B, and C.

1. This memorandum contains a request for action in paragraph 4 below.

25X1A

25X1A

2. Subject is based on a staff study undertaken by this office on 14 April 1959 (Attachment C of subject) for the purpose of determining the most effective and economical method of managing and controlling the use of confidential funds for the transportation of things. The proposed procedure will be placed in effect on 30 June 1959 and superseded certain paragraphs of \_\_\_\_\_ Security Matter Allotment Control Procedure and Agency Regulation \_\_\_\_\_

3. In accordance with verbal instructions, subject is submitted to your Office for signature and issuance.

4. It is requested subject be approved for publication and given all distribution to Agency components in sufficient time to place the issuance in the hands of personnel concerned not later than 15 June 1959.

5X1A

Deputy Comptroller

Concur:

For the Deputy Director (Plans)

SSA-12/7

Date

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11 9 3137

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**Distribution:**

- Original & 3 - Addressee
- 1 - Signor's copy *(withheld)*
- 1 - TAS Subject
- 1 - TAS Chrono
- 1 - TAS Reading

TAS/JED:fmd (26 May 1950)

700 11 11 33 PM '50  
**SECRET**

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Concurrences and Approval Sheet  
 Staff Study - Dated 14 April 1959, Control of  
 Confidential Funds for Transportation of Things

Office of the Comptroller Concurrences:

<u>/s/</u>	<u>4/15/59</u>	<u>/s/</u>	<u>4/15/59</u>
Chief, Budget Division	Date	Chief, Finance Division	Date

\*Concur with understanding that allotment will request allotment adjustments required under paragraph 5c and that procedures will be developed to furnish the required information on a timely basis.

<u>/s/</u>	<u>4/15/59</u>	<u>/s/</u>	<u>4/15/59</u>
Chief, Fiscal Division	Date	Chief, Technical Accounting Staff	Date

<u>/s/</u>	<u>4/15/59</u>	<u>/s/</u>	<u>4/20/59</u>
Chief, P.M.I. Staff	Date	Deputy Comptroller	Date

Other Concurrences:

For the Office of Logistics:

For the Deputy Director (Plans):

<u>/s/</u>	<u>4/15/59</u>	<u>/s/</u>	<u>4/27/59</u>
For Director of Logistics	Date	DDA/DA/S	Date

<u>/s/</u>	<u>4/16/59</u>	<u>/s/</u>	<u>4/27/59</u>
Chief, Budget/Fiscal Branch	Date	DDA/DA/S - (Comptroller)	Date

Action by Approving Authority:  
 Approved:

Date: 1 May 1959

Signed: /s/  
 Comptroller

~~SECRET~~



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Financial Management Improvement Instruction No.

Subject: Discontinuation of the Single Confidential Funds  
Allotment for Transportation of Things, with  
Attachments A, B, and C.

Concur:

Subject to the inclusion of the attached changes which have been discussed  
with group 25X1A

25X1A

*for* Director of Logistics

*8 July 1959*  
Date

25X1A

*for* Director of Training

2 JUN 59

Date

Director of Personnel

Date

Chief, Audit Staff

Date

Director of Security

Date

Director of Communications

Date

SECRET

**SECRET**OFFICE OF LOGISTICS CHANGES TO PROPOSED TME  
INSTRUCTION ON TRANSPORTATION

- Paragraph 2.b.(3) Insert after word shipping on third line, words "and related". ✓
- Paragraph 2.b.(3)(b) Change as follows: [REDACTED] 25X1A  
Shipping authorization [REDACTED] ✓  
shipping authorization to storage companies, and  
memorandum copy of Government Bill of Lading."
- Paragraph 2.b.(3)(c) Change as follows: "Commercial Shipments - Shipping authorization to the freight forwarder." ✓
- Paragraph 2.b.(3)(d) Delete this paragraph from this part of the procedure. ✓  
The Form 291 will not be used in connection with  
movement of household effects or POA's.
- Paragraph 2.b.(6) In view of para. 2.c(3)(b)2 this para. unnecessary - *se 22*  
eliminate, and amend para.(7) to correspond with the *4/11/72*  
deletion of para. (6)
- Paragraph 2.b.(8) In between words "inward shipments" insert words  
HME, POA and Cargo. ILLEGIB [REDACTED]
- Paragraph 2.c.(1) After words "furnish" insert "at the beginning of each  
fiscal year and revisions thereof when necessary." [REDACTED] *Send delete immediately*
- Paragraph 2.c.(3)(a)1 & 2 Delete, and in lieu thereof, write words "Two copies  
of Shipping Authorization or related documents." 25X1A
- Paragraph 2.c.(3)(b) Following the word "~~carrier~~" in the first line of the  
first sentence add: "or Agency Shipping Document  
(Form 291). Also add, following the words "request"  
in the second and fifth lines of the second sentence  
"or document." ✓ *check 2/2/72*
- Paragraph 2.e.(1) Add the following at the end of the paragraph "and  
POA's" ✓
- Paragraph 2.e.(2) Add the following after the word "baggage" in the  
third line "and POA's". ✓
- Paragraph 2.e.(4) Add the following after the word "baggage" in the  
fourth line "and POA's". ✓
- Paragraph 2.f.(1)(b) Insert after word shipping, "authorization or related  
document", and delete word "advice". ✓

**SECRET**

- Paragraph 2.f.(2)(a) After the word "carrier" in the second line, insert the following "or shipping document (Form 291)." ✓
- Paragraph 2.b.(8) 25X1A Add words at end of paragraph "in accordance with Book" ✓
- Paragraph 2.f.(2)(b) Delete words "carrier's documents" and substitute by following words: "Certified Agency Shipping Document." ✓



25X1A

Office of Logistics

Concurrences and Approval Sheet  
Staff Study - Dated 14 April 1959, Control of  
Confidential Funds for Transportation of Things

Office of the Comptroller Concurrences:

<u>                    /s/                    </u> <u>4/15/59</u> Chief, Budget Division      Date	<u>                    /s/                    </u> <u>4/15/59</u> Chief, Finance Division      Date
---	--

\*Concur with understanding that allottees will request allotment adjustments required under paragraph 5c and that procedures will be developed to furnish the required information on a timely basis.

<u>                    /s/                    </u> <u>4/15/59</u> Chief, Fiscal Division      Date	<u>                    /s/                    </u> <u>4/15/59</u> Chief, Technical Accounting Staff      Date
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<u>                    /s/                    </u> <u>4/15/59</u> Chief, F.M.I. Staff      Date	<u>                    /s/                    </u> <u>4/29/59</u> Deputy Comptroller      Date
--	---

Other Concurrences:

For the Office of Logistics:

For the Deputy Director (Plans):

<u>                    /s/                    </u> <u>4/16/59</u> For Director of Logistics      Date	<u>                    /s/                    </u> <u>4/27/59</u> SSA/DD/S      Date
--	---

<u>                    /s/                    </u> <u>4/16/59</u> Chief, Budget/Fiscal Branch      Date	<u>                    /s/                    </u> <u>4/27/59</u> SSA/DD/S - (Comptroller)      Date
---	---

Action by Approving Authority:  
Approved: \_\_\_\_\_ Date: 1 May 1959

Signed:                     /s/                      
Comptroller

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**SECRET**

Financial Management Improvement Instruction No.

Subject: Discontinuation of the Single Confidential Funds  
Allotment for Transportation of Things, with  
Attachments A, B, and C.

Concur:

\_\_\_\_\_  
Director of Logistics

\_\_\_\_\_  
Date

25X1A

\_\_\_\_\_  
Director of Training

\_\_\_\_\_  
Date

25X1A

*for* \_\_\_\_\_  
Director of Personnel

*1 June 59*  
\_\_\_\_\_  
Date

*with changes noted in red on page 7 add:*

\_\_\_\_\_  
Chief, Audit Staff

*2 June 59*  
\_\_\_\_\_  
Date

25X1A

\_\_\_\_\_  
Director of Security

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Communications

\_\_\_\_\_  
Date

*Concur in the  
noted changes for  
Office of the Comptroller*

**SECRET**

**SECRET**

Financial Management Improvement Instruction No.

Subject: Discontinuation of the Single Confidential Funds  
Allotment for Transportation of Things, with  
Attachments A, B, and C.

Concur:

\_\_\_\_\_  
Director of Logistics      Date

\_\_\_\_\_  
Director of Training      Date

\_\_\_\_\_  
Director of Personnel      Date

\_\_\_\_\_  
Chief, Audit Staff      Date

25X1A

*for* \_\_\_\_\_  
Director of Security      1 June 59  
Date

25X1A

*for* \_\_\_\_\_  
Director of Communications      28 May 1959  
Date

**SECRET**

**SECRET**

CAS 4-4271

(at) DDIS 57-2828

5 JUN 1959

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Proposed Financial Management Improvement Instructions:

- more papers  
FDI
- ✓ (1) Control of Costs From Indirect Obligations;
  - (2) Discontinuation of the Single Confidential Funds Allotment for Transportation of This
  - (3) Decentralized Allotment Control Procedure - Vouchered Funds; and
  - ✓ (4) Standardized Requisition Number

25X1A

25X1A

1. This office concurs in the subject documents. Our concurrence is given with reservations however for the following reasons:

a. Due to the belated submission of the drafts, and the necessity of proceeding promptly if the procedures are to be adopted in a timely manner, there has not been sufficient time to review them adequately or to determine the extent of the additional workload which they will impose.

b. In our opinion, revision or rescission of regulatory issuances should be accomplished in the established way; otherwise a confusing situation will develop.

[Redacted]  
Chief, Operational Services  
DDP

25X1A

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: TAS-Office of Comptroller  
1705 Alcott Hall XS786

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Comptroller  
1039 Alcott Hall

2. SSA-DD/S  
2129 I Bldg.

3.

4.

5.

6.

7.

8.

9. TAS, Office of the Comptroller  
1705 Alcott Hall

10.

11.

12.

13.

14.

15.

Signature

1-2 Attached is a copy of Financial Management Improvement Instruction No. ; Subject: Discontinuation of the Single Confidential Funds Allotment for Transportation of Things. In order to expedite concurrence of this Instruction, copies have been provided to the SSA-DD/S for the DD/P, and to offices within the DD/S. Your concurrence is requested on the attached "concurrence" sheet by 3 June 1959 in order that this Instruction may be printed and distributed by 15 June 1959.

Call X8786 for Hand Carry

FORM 1 DEC 56

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USE PREVIOUS EDITIONS

☒

SECRET

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CONFIDENTIAL

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UNCLASSIFIED



~~SECRET~~

28 MAY 1959

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Financial Management Improvement Instruction  
No. [REDACTED] - Discontinuation of the Single  
Confidential Funds Allotment for Trans-  
portation of Things, with Attachments A,  
B, and C.

25X1A

1. This memorandum contains a request for action in paragraph 4 below.

2. Subject is based on a staff study undertaken by this Office on 14 April 1958 (Attachment C of subject) for the purpose of determining the most effective and economical method of managing and controlling the use of confidential funds for the transportation of things. The proposed procedure will be placed in effect on 22 June 1959 and supersedes certain paragraphs of [REDACTED] Headquarters Allotment Control Procedure and Agency Regulation [REDACTED]

25X1A

25X1A

3. In accordance with verbal instructions, subject is submitted to your Office for signature and issuance.

4. It is requested subject be approved for publication and given AD distribution to Agency components in sufficient time to place the issuance in the hands of personnel concerned not later than 15 June 1959.

[REDACTED]  
Deputy Comptroller

25X1A

Concur:

For the Deputy Director (Plans)

SSA-DD/S

Date

~~SECRET~~

SECRET

Concurrences and Approval Sheet  
Staff Study - Dated 14 April 1959, Control of  
Confidential Funds for Transportation of Things

Office of the Comptroller Concurrences:

* <u>          /s/          </u>	<u>4/15/59</u>	<u>          /s/          </u>	<u>4/15/59</u>
Chief, Budget Division	Date	Chief, Finance Division	Date

\*Concur with understanding that allottees will request allotment adjustments required under paragraph 5c and that procedures will be developed to furnish the required information on a timely basis.

<u>          /s/          </u>	<u>4/15/59</u>	<u>          /s/          </u>	<u>4/15/59</u>
Chief, Fiscal Division	Date	Chief, Technical Accounting Staff	Date

<u>          /s/          </u>	<u>4/15/59</u>	<u>          /s/          </u>	<u>4/29/59</u>
Chief, F.M.I. Staff	Date	Deputy Comptroller	Date

Other Concurrences:

For the Office of Logistics:

For the Deputy Director (Plans):

<u>          /s/          </u>	<u>4/16/59</u>	<u>          /s/          </u>	<u>4/27/59</u>
For Director of Logistics	Date	SSA/DD/S	Date

<u>          /s/          </u>	<u>4/16/59</u>	<u>          /s/          </u>	<u>4/27/59</u>
Chief, Budget/Fiscal Branch	Date	SSA/DD/S - (Comptroller)	Date

Action by Approving Authority:  
Approved:

Date: 1 May 1959

Signed:           /s/            
Comptroller

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